

**Permanent Building Committee
Minutes of February 27, 2013**

Present for the Building Committee were: Chairman Ellis Neofotistos, Harvey Gagnon, Phil Thibault, Doug Dooley and Michael McNamara. Also present was Dennis E. Piendak, Town Manager and Samantha Carver recording secretary. The meeting was held at the Historic Society Building at 1660 Lakeview Avenue, Dracut, MA.

Absent: Paul Jussaume

Dracut High School Project

Present from Collaborative Partners: Michael Carroll

Present from Mount Vernon Group: Frank Tedesco, Jorge Figueiredo, Matt Schweitzer

Present from the School Department: Andy Graham

The Chairman opened the meeting at 4:37 p.m.

Update - Schedule

Mr. Carroll proceeded with the agenda. The first item was the schedule update. Mr. Carroll stated that the comments on the baseline schedule have gone back to CTA for their response. Mr. Carroll stated that CP is meeting with CTA on the schedule on Friday. Once they finalize the baseline they will work on an update for the current month. Mr. Carroll stated in his opinion and reviewing progress verses the baseline the Contractor is behind and he has some concerns on specific areas and he has spoken with the CTA Project management team regarding this and what there solutions may be. Mr Carroll went on to state that the updated schedule should address these areas and may show that there is not a problem, but that Collaborative Partners does not have that update. Mr Carroll stated at this time the areas of concern are not to a point that there would be a concern for the completion date for Phase 1, but that this could not be truly confirmed until the updated schedule is reviewed.

Update - Culinary Arts

Mr. Carroll stated they are waiting on the response from the MSBA as to the change to the culinary arts program. A question was asked whether the MSBA has to respond within so many days, Mr. Carroll stated because this is a unique circumstance there is not a time limit. MVG is working on the design proposal for this area and they should have the proposal next week.

Update - Owner FFE

The furniture is proceeding with the current plan. As far as the technology request, the Superintendent is reviewing these items and is revamping the requested items because the current list is approximately \$500,000 over budget after the first go around on the request. Ken Moge is also working on some numbers so they can compare and figure out what they really need. If they cannot furnish every room with either an interactive wipe board or a smart board the infrastructure will be in place for the future. There was a discussion on the difference

between construction contingency and owner contingency at which time Mr Carroll noted that any overruns in technology would have to come from the owner contingency not the construction contingency. In addition any overrun of the technology budget would not be reimbursable from the MSBA. Mr. McNamara stated that after their initial meeting on the technology it was learned that there is very little on the technology side that can be reused. Mr. Carroll concurred and stated unlike the furniture items where there is a lot that will be reused in the new building, the technology will be like starting from scratch.

Mr. Carroll also discussed the equipment for Phase 2 and how they are proposing to purchase it all in Phase 2 which will give the consultants more time and also provide the school personnel the ability to only have to deal with these items once rather than keep moving them. The School Administration is comfortable with this current plan and this is how the team is moving forward.

CO/PCO Review

Mr. Carroll reported that the CCD requests were reviewed with MVG and CTA after the construction meeting today.

CTA – PCO#30 is to add a switch down below the countertop for ADA accessibility in 3 kitchenette areas. This change is for changing appliances & millwork and additional electrical work at three separate kitchenettes. Mr. Carroll stated he has some of the estimates in and believes a figure of not to exceed \$5,000 would be reasonable, however Mr. Carroll felt this cost would be less.

Mr. Thibault made a motion to approve PCO#30 for a not to exceed amount of \$5,000 for millwork and electrical work for the microwaves in the kitchenettes for ADA accessibility. Mr. McNamara seconded the motion. The motion carried unanimously.

PCO#34 – Reroute ETR low drain pipe – there was an existing sink drain line running across the space that will be the technology class room. This pipe was above the ceiling in the existing space, but would be well below the proposed ceiling height in this space. The plumber was able to find an alternative location to tie this sink into, allowing the removal of the existing pipe. This extra work would cover removal of the pipe, reconnection to the new location and associated work. The recommendation is to perform this work on T&M and have a not to exceed cost of \$5,000.

Mr. Dooley made a motion to approve PCO#34 for a not to exceed amount of \$5,000 to reroute ETR low drain pipe. Mr. Gagnon seconded the motion. The motion carried unanimously.

PCO#31 – Wood blocking for projectors – the blocking was not noted in the drawings and is required behind the projectors. There are about 80 locations where this needs to be done. Mr. Carroll stated they are looking for approval for Phase I on a time and material basis so they can

track and get an actual lump sum for Phase 2. The total in the Change Order Log reflects a figure of \$10,712, they are only looking for a not to exceed value of \$4,000 for Phase I.

Mr. Gagnon made a motion to approve PCO#31 for \$4,000 for Phase I to track time and material to add blocking behind the projectors. Mr. McNamara seconded the motion. The motion carried unanimously.

Mr. Carroll went onto explain the shading he has noted on the change order log. The shaded out gray area in three locations shows no cost on three items. These items have been closed out by either having done the work with no cost or withdrawing the item. Mr. Carroll stated that he will be working with the Contractor to try and close out more of the items on the log. Mr Carroll noted going forward as items are closed out they will be shaded grey. The following week the item will be off the printed list, but never off of the overall list.

PCO#3 – CCD#1 – Egress

Mr. Carroll stated that he is now ready to recommend CCD #1 to be made into a change order. The work was done on a time and material basis.

Mr. Dooley made a motion to approve PCO#3 for approval. Mr. Thibault seconded the motion. The motion carried unanimously.

PCO#4 – CCD#2 - Steel modification @ gym stairs

Mr. Carroll stated that it was discovered that the steel in this area needed to be moved outside the wall and not be flush. Because they were able to catch this on the shop drawing review phase the steel had not already been manufactured saving costs. Mr. Carroll stated the price reflected is a fair cost and he is able to recommend it for approval.

Mr. McNamara made a motion to approve PCO#4 for approval. Mr. Thibault seconded the motion. The motion carried unanimously.

There was a discussion on combining these two PCO's into one change order. The Committee stated that although this has not been their past practice it was determined that because these two are small amounts they will allow them to be combined into one change order. They will consider the change orders on a case by case basis. If there is a change order of a significant amount, such as the septic tank issue for example, this will be put into a separate change order.

Mr. Dooley made a motion to combine PCO #3 and PCO#4 into Change Order #1 noting larger change orders will be made into a separate change order and change orders in general will be reviewed on a case by case basis. Mr. Thibault seconded the motion. The motion carried unanimously.

The Committee reviewed the change order log and questioned Mr. Carroll on Items 21 and 22; Item 17 and Item 33.

MVG Extra Reimbursable Services

Mr. Carroll provided additional information for Nitsch Engineering showing the costs for Phase I and Phase II of the storm water additional services. The total cost was \$15,500 before markup with the markup it is \$17,050.00.

Mr. Gagnon made a motion to approve the extra reimbursable service to Mount Vernon Group for Storm water Prevention Plan in the design phase for \$17,050. Mr. McNamara seconded the motion. The motion carried unanimously.

Carpenters Union RFI

Mr. Carroll stated they will be complying with the request after speaking with Town Counsel and staff from his office. They will gather the information and call Mr. Falvey to come in and mark what he would like copies of and proceed from there.

Testing Services

Mr. Carroll reported that they are now using UTS for testing. A question was asked if there were any Dracut residents working on the High School construction project. Mr. Carroll stated he is aware that some Dracut residents work for UTS however could not confirm whether they have been on the job.

Ongoing Items

There is nothing further to report on the egress review. Mr. Graham did not have anything further on Jeanne D'Arc and informed Mr. Carroll he could take it off the agenda for now.

Mr. McNamara asked if both storage facilities are still being utilized by the School Department. Mr. Graham reported they are and he is in and out of them frequently.

Mr. Carroll reported that the next meeting for the High School project with the PBC would be March 13, 2013 and he should have invoices from CTA/MVG and CP and PCOs.

Update on SOG

Mr. Carroll reported that an area of approximately 30x30 has been sawcut but not removed as of yet.

PSI Update

The Committee asked Mr. Carroll what the status with PSI is. Mr. Carroll stated that he sent the invoice updates with changes to the Project Manager who tried to defer it to the General Manager. Mr. Carroll stated that the current invoices show an overbill of 20% as compared to more of an overbill from the initial billings. He also reported they are using the same staff as originally sent out to this project.

Proposal for Project Representative

Mr. Neofotistos announced that he and Mr. Piendak had another meeting with Mr. Tedesco prior to tonight's PBC meeting to discuss the onsite project representative proposal further. Mr. Neofotistos stated they have come to a compromised agreement on the proposal with Mr. Tedesco to allow for Mr. Schweitzer to stay on site. Originally Mr. Tedesco was looking for five days and the compromise was for two and one half days at an additional service fee of \$8,675.00 per month. This agreement will be retroactive back to when Mr. Schweitzer began full-time on the site and continue until August 2014.

The Committee asked Mr. Tedesco if there was markup on this figure and he stated there is not.

Mr. Gagnon made a motion to approve the additional services subject to receiving a submission from MVG to amend their contract reflecting the additional service. Mr. Dooley seconded for discussion. Mr. Neofotistos also noted that coverage would be provided by MVG for Mr. Schweitzer in the event of vacation time and/or sick absence and a submittal will be made to the MSBA. The motion moved to a vote with all voting in favor.

Town Hall Project

Mr. Piendak reported to the Committee that he attended the Rotary Club meeting on Tuesday and discussed the town hall project showing the renderings of what the new building will look like. He stated it was very well received. Mr. Piendak was also given a compliment to the PBC by Ms. Sandy Niemaszyk who has attended most of the PBC meetings on the Town Hall Project on what a professional job that they do conducting their meetings.

Invoice(s)

The Committee reviewed an invoice from Vertex Construction for the Town Hall Project.

Mr. Gagnon made a motion to approve Invoice #0016486 from Vertex Construction for \$843.75 for services for January on the Town Hall Project. Mr. Thibault seconded the motion. The motion carried unanimously.

Minutes

The Committee reviewed minutes of January 23, 2013, February 6, 2013 and February 13, 2013.

Mr. Gagnon made a motion to approve the minutes of January 23, 2013 as presented. Mr. Dooley seconded the motion. The motion carried unanimously.

Mr. Gagnon made a motion to approve the minutes of February 6, 2013 as presented. Mr. Dooley seconded the motion. The motion carried unanimously.

Mr. Dooley made a motion to approve the minutes of February 13, 2013 as presented. Mr. McNamara seconded the motion. The motion carried unanimously.

Adjourn

Mr. Thibault made a motion to adjourn the meeting at 6:24 p.m. Mr. Dooley seconded the motion. The motion carried unanimously.

PERMANENT BUILDING COMMITTEE

____ Absent: Paul Jussaume _____